

Community and Small Groups Coordinator

People • Groups • Leaders • Community Engagement

Employment Type: Full-Time

Compensation: \$65,000 starting salary, commensurate with experience

Location Requirement: On-site in Columbus, GA (no remote or hybrid option)

Note: This role requires daily in-person collaboration with the Director and ongoing relational interaction with leaders. Candidates must live in or near Columbus, GA.

About The Redeemed

The Redeemed is a Christ-centered movement helping men find brotherhood, healing, and spiritual growth through small groups, community engagement, and shared experiences. Men across the country are finding hope through honest conversations, biblical truth, and authentic brotherhood.

As we grow nationally, the health of our leaders and the strength of our small groups determine the depth of our impact.

This role is central to our mission and our future.

You guide men into life-changing community, ensure no one slips through the cracks, and help build the leadership strength that allows our ministry to grow across the country.

Our Core Values

Awaken Your True Self: We break down walls and foster genuine connections. We encourage honesty from ourselves and respect the truth in others.

Forge Brotherhood: Relationships are our lifeblood. We build a community of men that becomes an unshakeable force for good.

Ignite Your Fire: We inspire men to embrace God's transformative power, sparking a journey toward lasting and meaningful change.

Promote Safety: We create an environment where everyone feels secure and supported, which allows you to thrive.

Live by The Unbreakable Code: The Bible is our foundation, our guiding light. Every choice, every action, is rooted in its unwavering principles.

These values shape how we serve, communicate, and build relationships. They guide how we welcome men, support leaders, and create safe spaces for transformation.

About the Role

When a man reaches out to The Redeemed, you help him identify his next step. When a leader steps up, you equip and encourage him. As the ministry grows, you strengthen the systems and relational pathways that sustain healthy small groups.

Your work reflects authenticity, humility, attentiveness, and a commitment to excellence. You listen well, communicate clearly, solve problems quickly, and help create relational environments where men feel safe to be honest and grow spiritually.

Your primary measure of success:

A thriving and healthy leader pipeline that fuels strong small groups and helps men get connected into community.

Key Responsibilities

1. Small Group Leadership Pipeline

- Recruit potential leaders year-round
- Host interest calls and guide applicants through onboarding
- Coordinate leader training and monthly leader gatherings
- Support a coaching structure that helps leaders thrive
- Develop volunteer Connectors who assist with care and onboarding
- Maintain a strong and scalable pipeline across the country

2. Group Placement and Engagement

- Respond to new inquiries within 24 hours
- Welcome men and help them discern the right group
- Guide each man through the process: Inquired → Contacted → Placed → Engaged
- Maintain regular communication and track progress
- Support leaders in helping men stay engaged

3. Leader Support and Group Health

- Maintain relational touchpoints with leaders
- Encourage, support, and coach as needed
- Monitor attendance, engagement, and group dynamics
- Prepare leaders for each seasonal session
- Capture stories, challenges, and transformation

4. Community Network Engagement

- Welcome new members in the Digital Community

- Respond to posts, prayer requests, and needs
- Help men find relevant groups and resources
- Surface themes and opportunities
- Promote upcoming groups, challenges, and events

5. Administrative Excellence

- Maintain clear tracking and CRM systems
- Support scheduling and logistics for groups, retreats, and events
- Keep tasks moving and ensure nothing sits unattended
- Provide weekly updates to the Director

6. Monthly Ministry Health Reporting

Prepare a monthly snapshot that includes:

- Group and leader numbers
- Leader pipeline health
- New men entering the ministry
- Engagement and drop-off risks
- Recruiting opportunities
- Volunteer Connector activity
- Recommendations and insights

Experience & Education Requirements

Required Experience

Ministry, Discipleship, or Relational Leadership (3–5 years)

Proven experience serving in a church, discipleship ministry, nonprofit, or highly relational volunteer environment. Demonstrated ability to walk alongside people with care, consistency, and wisdom, especially in spiritually sensitive or emotionally complex situations.

Small Group or Community Experience

Direct experience participating in, supporting, or helping lead small groups, discipleship cohorts, or similar relational communities. Strong understanding of group dynamics, engagement rhythms, and what it takes to cultivate spiritually safe, trust-building environments.

Volunteer Support & Leader Care

Experience recruiting, onboarding, supporting, or encouraging volunteers or group leaders. Ability to provide clear next steps, follow-up consistently, and help volunteers feel seen, equipped, and valued.

Communication & Responsiveness

Strong written and verbal communication skills with a proven track record of timely responses, thoughtful follow-up, and clarity in messaging. Comfortable communicating with men, volunteer leaders, and internal team members across email, messaging platforms, and video calls.

Administrative & Systems Capability

Demonstrated comfort with digital tools and systems, including scheduling, tracking participation, maintaining records, and basic reporting. Ability to manage multiple people, conversations, and processes simultaneously without dropping details.

Team Collaboration

Experience working closely with a small team, receiving feedback, and taking initiative. Able to balance independence with collaboration in a growing, fast-moving ministry environment.

Preferred Experience

- Experience serving specifically in men's ministry or discipleship-focused environments
- Familiarity with online or hybrid small groups
- Experience supporting or moderating online communities or platforms (such as Mighty Networks, Slack, or similar tools)
- Experience developing onboarding processes, leader pathways, or engagement rhythms
- Background in coaching, mentoring, pastoral care, or peer support roles

Required Skills & Competencies

- Relational intelligence and emotional maturity
- Strong follow-through and organizational discipline
- Ability to handle sensitive conversations with wisdom, discretion, and grace
- Encouraging, pastoral posture balanced with clear expectations and boundaries
- Comfort managing systems, tracking progress, and maintaining structure
- Ability to create clarity and calm for leaders and participants alike

Education

Bachelor's degree preferred but not required.

Equivalent professional, ministry, or volunteer experience will be considered in place of formal education.

Spiritual & Mission Alignment

- A mature and growing relationship with Jesus Christ
- Alignment with The Redeemed's mission, values, and biblical foundation
- A heart for helping men grow spiritually through authentic connection and community
- Demonstrated humility, integrity, and servant leadership

Ideal Candidate

You are:

- Relational and structured
- A good listener
- A natural encourager
- Steady, dependable, and proactive
- Strong in follow-through
- Someone who builds trust quickly
- Energized by supporting leaders
- Motivated by spiritual growth and operational clarity
- Joyful in helping others thrive behind the scenes

This role will not fit someone who is passive, disorganized, hesitant to initiate contact, or overwhelmed by details.

Screening Questions (Self-Evaluation)

This role fits people who naturally say:

- I feel personally responsible for following up with people and making sure no one slips through the cracks.
- I respond promptly and consistently when someone reaches out.
- I enjoy supporting leaders and helping others succeed behind the scenes.
- I am energized by building relationships and maintaining trust over time.
- I'm comfortable having meaningful, sometimes sensitive, conversations with wisdom and care.
- I thrive when structure, systems, and clear next steps are in place.
- I'm disciplined about tracking details, closing loops, and following through.
- I take initiative rather than waiting to be told what needs attention.
- I'm motivated by helping men grow spiritually through authentic community.
- I work best in roles that blend relational care with organization and accountability.

How to Apply

Submit your resume and responses to the short-answer questions listed below. These help us understand how you relate to people, communicate, respond to needs, and grow through challenges.

Short-Answer Questions:

1. Describe a time you ensured someone did not slip through the cracks.
2. How quickly do you respond when someone reaches out?

3. Are you more relational or organized? Explain.
4. What energizes you in ministry? What drains you?
5. Why do you care about investing in men's spiritual growth?
6. Describe a time you dropped a ball and what you learned.